



## DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE  
INFORMATION TECHNOLOGY CENTER  
2251 LAKESHORE DRIVE  
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 11014.1  
ITC26  
25 Apr 2001

SPAWARINFOTECHCENINST 11014.1

Subj: EXTERNAL FACILITY USAGE AND MAINTENANCE

Ref: (a) UNO Lease Agreement  
(b) 10 United States Code 2548  
(c) DoD Directive 1000.15  
(d) Section 71 Title 5 United States Code  
(e) SECNAVINST 5100.13B

Encl: (1) SPAWARINFOTECHCEN 11014/1 (Meeting Room Reservation Request Form)

1. Purpose. To provide procedures for the external use and maintenance of the Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) facilities per references (a) through (d).

2. Cancellation: NAVRESINFOSYSOFFINST 11014.1

3. Discussion

a. Per references (b) and (c), the following organizations receive support from Department of Defense (DoD) organizations.

(1) National Military Associations. Reference (b) allows National Military Associations to receive support for annual conferences and conventions. Under this statutory authority, the Assistant Secretary of Defense for Public Affairs designated associations that are authorized support for their annual conference/convention. Support is authorized for only one conference/ convention per year.

(a) Designated Associations. Adjutant General Association of the United States; Air Force Association; Association of the United States Army; Enlisted Association of the National Guard; Marine Corps League; National Guard Association of the United States; Navy League; Non-Commissioned Officers Association of the United States of America; and the Reserve Officers Association of the United States.

(b) Authorized Support. Includes limited air, ground, communication, emergency medical (only in life saving instances), administrative, typing, filing, photo copying, distribution processing, telephone answering, and security support (if unavailable from local agencies).

(2) Federally/DoD Sanctioned Private Organizations. Per reference (c), the amount and type of support authorized for private organizations varies according to the authority under which they are organized. Certain organizations are sanctioned by specific DoD authority and are federally chartered. These organizations provide important services to the military and thereby receive both reimbursable and non-reimbursable support from the Navy.

25 Apr 2001

(a) Designated Associations/Organizations. Includes Navy Emergency Relief Fund; Credit Unions; Banking Institutions; American National Red Cross; United Services Organization; and Labor organizations subject to requirements of reference (d).

(b) Authorized Support. Same as paragraph 3a(1)b above.

(3) Boy/Girl Scouts of America

(a) Designated Associations. Includes Boy Scouts of America and Girl Scouts of America.

(b) Authorized Support. Same as paragraph 3a(1)b above.

b. Public use of the facility will be granted following the guidelines of reference (a).

#### 4. Action

a. Requirements for Conference Room Usage by External Agencies. (For purposes of clarity, the organization/group reserving the room will be referred to as the "organization.")

(1) All external requests for meeting rooms must be submitted using the Meeting Room Reservation Request Form (SPAWARINFOTECHCEN 11014/1) contained in this instruction as enclosure (1), to the Communications Department (ITC26). For further information, the telephone number for the Communications Department (ITC26) is commercial (504) 697-2073 or 697-2080.

(2) The organization must be affiliated with the federal, state, or local government, or must be a non-profit or academic organization.

(3) Rooms are available Monday through Friday from 7:30 A.M. through 5:00 P.M. (excluding federal holidays).

(4) A 5 workday advance notice is required to reserve a room.

(5) Provide one Point-of-Contact (POC) when the reservation is made.

(6) The designated POC will provide an escort to escort all visitors to the assigned conference room and ensure that the meeting room is cleaned before departure.

(7) Provide a list of visitors 2 days prior to the meeting date. Any individual not on the list will need to register with the security office at the time of arrival.

(8) Visitors are allowed to use the kitchenette and bathrooms on the floor; however, access is restricted to the meeting room floor only. Visitors are not allowed to roam among floors.

(9) A representative from the organization must be at the facility 30 minutes prior to the reservation time to handle security and access badge requirements.

(10) Our rooms are in extreme demand; therefore, access to them will only be available 30 minutes prior to the scheduled meeting for any set-up.

(11) Some meeting rooms can be rearranged, however, lecterns cannot be moved. Any rearranging is the responsibility of the organization. Rooms must be cleaned up and restored to their original condition upon completion of the meeting.

(12) Please be cognizant of those trying to work in the vicinity of your meeting. Noise must be kept to a minimum, meeting room doors must remain closed, and no discussions are to be held outside of the room. Please do not enter an employee's cubicle to use their phone or borrow a pen. The meeting rooms are located in work areas and staff members' work environment must be respected.

(13) A 2 day advance cancellation notice is requested.

b. Parking. Parking is allowed in designated areas only. Additional parking is available to the left of the entrance to the park and across the street. Tickets will be issued for illegal parking. Very Important Person (VIP) parking requests must be made to the Communications Department (ITC26). VIP's are classified as military rank 06 and above, GM15 level and above, and government officials.

c. Badges

(1) The Communications Department (ITC26) will consolidate the list of visitors for the Security Office (ITC201) and will obtain badges prior to the start of the meeting. It is the responsibility of the organization's POC to meet with Communications Department (ITC26) prior to the start of the meeting to coordinate access badge procedures.

(2) If the conference is slated for more than 1 day all badges need to be gathered up each evening and reissued the next day.

d. Food

(1) On occasion food is allowed in the meeting room if the event is a day-long meeting which goes over a lunch period. The organization will be responsible for arranging its own meals.

(2) Coffee, soda, and/or water are allowed in the rooms.

(3) Kitchenettes are for the use of SPAWARINFOTECHCEN employees and must be available for their use at all times. Please do not interfere with their ability to complete their lunch in a timely, comfortable manner.

(4) Vending machines are available at all times.

(5) Coffee in the kitchenettes is the property of the employees and can be purchased at the coffee mess rate.

(6) Cups, utensils, condiments, and napkins are the responsibility of the organization.

(7) Cleanup of all facilities used is the responsibility of the organization.

e. Equipment

(1) Requests for use of any equipment in the conference rooms must be coordinated prior to the meeting date.



25 Apr 2001

(2) Phones are available in each meeting room for your use. Dial 9 before dialing a local number and 5 before dialing DSN. Long distance calls are not allowed. Please do not use any phones located in a cubicle.

(3) Audio-visual (A/V) equipment is available in some rooms. If you need the use of any A/V equipment you must state so on the Meeting Room Reservation Request Form (SPAWARINFOTECHCEN 11014/1) to ensure that you get a room with that capability. It is the organization's responsibility to coordinate with the Communications Department (ITC26) prior to the meeting to receive training in the basics of operating the equipment. An A/V technician will not be available to facilitate your presentations. An A/V technician will only be available if our equipment is not functioning properly.

(4) The organization is responsible for bringing its own office equipment and supplies.

f. Smoking. Smoking is prohibited within SPAWARINFOTECHCEN facilities. Smokeless tobacco usage will not be permitted within the facilities. Smoking and usage of smokeless tobacco products will only be allowed in the designated area. This area is centered between buildings 1 and 2 under the covered walkway. There will be no smoking at any entrance or exit of any building or the parking garage. Additionally, all smokeless tobacco users will provide their own re-sealable smokeless, (spit) container which is placed in the trash receptacles after use. Cigarette butts are to be placed in the cigarette butt receptacles only. Please refrain from extinguishing cigarettes butts on the ground. Besides littering the property, this is a safety hazard.

g. Communications Department (ITC26) will:

(1) Coordinate all conference room and facilities usage by external agencies with appropriate departments (e.g., Security Office (ITC201), Supply Management Division (ITC243), and the Facilities Management Department (ITC24)).

(2) Notify appropriate internal department directors for additional support at least 5 days prior to requested date.

(3) Manage the conference rooms scheduling and resolve any conflicting times and dates as required.

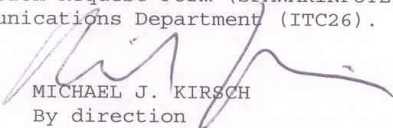
h. Facilities Management Department (ITC24) will:

(1) Enforce DON facility regulations in the strictest most practical manner feasible.

(2) Conduct a review of the conference rooms to determine any damage or noted deficiencies after external usage of the facility.

(3) Maintain all keys for each room.

5. Form. The Meeting Room Reservation Request Form (SPAWARINFOTECHCEN 11014/1) is available from the Communications Department (ITC26).

  
MICHAEL J. KIRSCH  
By direction

Distribution: (SPAWARINFOTECHCENINST 5218.1)  
Lists A, B, C, D, and E

# **SPAWAR INFORMATION TECHNOLOGY CENTER MEETING ROOM RESERVATION REQUEST**

SPAWARINFOTECHCENINST 11014.1

## **PART A**

1. Name of organization requesting meeting room:

2. Name and number of individual making request:

3. Dates(s) of conference:

4. Times of conference (i.e, 8:00 A.M. – 4:00 P.M.):

5. Number of individuals: (Provide a separate list of individuals, identifying VIP participants)

6. Point-of-contact and number:

7. Will Audio/Visual Equipment be used – Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, what type:

8. Notes:

## **PART B-SPAWARINFOTECHCEN ENDORSEMENT (for use by SPAWARINFOTECHCEN only)**

1. Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

2. Room assigned:

3. Cost:

4. Stipulations: